MicroIQ™

MODELS: UT CT ST

Station mode instructions

For Office furniture, storage cabinets, lockers, safes, vaults, secured enclosures

Getting Started

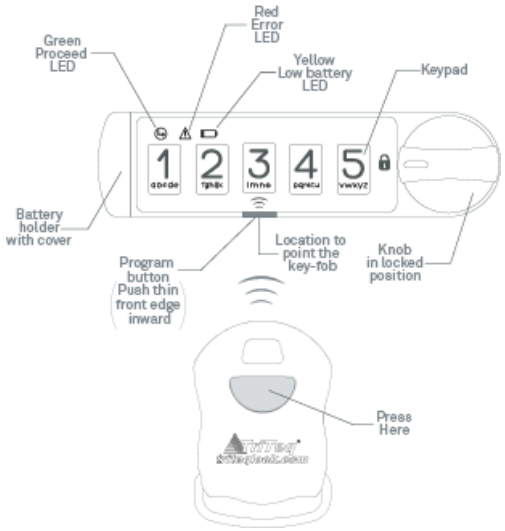
Two operating modes:

1. Station mode (repeated use with the same code)
2. Locker mode (use with a temporary code)

The operating mode is specified at the time of order. To determine which operating mode the lock is in, remove the battery, press and release the program button, and reinsert the battery. Note the color sequence of the LED flashes when the battery is reinserted:

(green, red, yellow) indicates station mode

(green, yellow, red) indicates locker mode



Program button:
Initiate the lock programming mode by pressing the front thin edge of the black button inward toward the mounting surface the Micro IQ is mounted to.

Infrared Receiver:
The Infrared Receiver will receive a signal from an electronic TriTeq key fob when it is pointed at the receiver located behind the Program button. The Program button is slightly opaque so the key-fob signal will penetrate the button.

Knob:
To move the lock mechanism 90 or 180 degrees clockwise or counterclockwise from the locked and unlocked states.

Multiple levels of access:

1.Master code and/or blue control key fob
2.Supervisor code and/or black key fob
3.User code and/or black key fob

The factory master code is: **135243**
The factory supervisor code is: **123**

Note: The **Micro**IQ *is pre-programmed with a factory master code and a factory supervisor code.*

Operation:

Unlock with a code by entering a valid code. The green LED will illuminate. Turn the knob to unlock.
To lock, turn the knob to align the knob pointer with the lock icon on the keypad.

Programming Chart Symbols:

(P) = press program button

- Solid color indicates LED is lit

- Indicates LED is flashing

(Nx) – indicates flashes N times
1,2,3,4,5 = Indicates the button number to press
Note: If any there are any errors in executing the steps below or too much time elapses between the steps, (3x) and the lock will exit the programming mode.

Station Mode Programming Instructions

CHANGE THE MASTER CODE (6 DIGITS) USING THE FACTORY MASTER CODE

P P P P P ● factory master code ● ▲ factory master code ▲ ● ■ new master code(2x) (6x)

Example: P P P P P ● 135243 ● ▲ 135243 ▲ ● ■ 112233 (2x) (6x)

Result: Factory master code 135243 was erased and the new master code 112233 was accepted.

CHANGE THE SUPERVISOR CODE (3-6 DIGITS) USING THE FACTORY SUPERVISOR CODE

P ● factory supervisor code ▲ new supervisor code P (6x)

Example: P ● 123 ▲ 4321 P (6x)

Result: Supervisor code 123 was erased and supervisor code 4321 was added.

ADD A USER CODE (3-6 DIGITS) USING THE SUPERVISOR CODE

P P ▲ supervisor code ■ user code P (6x)

Example: P P ▲ 4321 ■ 54321 P (6x)

Result: Supervisor code 4321 was used to add user code 54321.

CHANGE THE MASTER CODE (6 DIGITS)

P P P P P ● old master code ● ▲ old master code ▲ ● ■ new master code(2x) (6x)

Example: P P P P P ● 112233 ● ▲ 112233 ▲ ● ■ 123455 123455 (6x)

Result: Old master code 112233 was erased and new master code 123455 was accepted.

CHANGE THE SUPERVISOR CODE(3-6 DIGITS) USING A SUPERVISOR CODE

P ● old supervisor code ▲ new supervisor code P (6x)

Example: P ● 4321 ▲ 111555 P (6x)

Result: Supervisor code 4321 was erased and supervisor code 111555 was added.

CHANGE THE SUPERVISOR CODE (3-6 DIGITS) USING THE MASTER CODE

P ● master code ▲ new supervisor code P (6x)

Example: P ● 123455 ▲ 531 P (6x)

Result: Master code 123455 was used to change the supervisor code to 531.

REMOVE THE USER CODE USING THE SUPERVISOR CODE

(P)(P) ▲ supervisor code ■ 1 1 1 1 1 (P) ☼(6x)

Example: (P)(P) ▲ 531 ■ 1 1 1 1 1 (P) ☼(6x)

Result: Supervisor code 531 was used to remove the user code. User code is no longer valid for access.

ADD A CONTROL FOB

(P) ● master code ▲ point control fob at (P) and press fob button ☼(6x)

Example: (P) ● 123455 ▲ point control fob at (P) and press fob button ☼(6x)

Result: Master code 123455 was used to add a control fob.

ADD A SUPERVISOR CODE (3-6 DIGITS) USING THE CONTROL FOB

(P) ● point control fob at (P) and press fob button ▲ supervisor code (P) ☼ (6x)

Example: (P) ● point control fob at (P) and press fob button ▲ 543 (P) ☼ (6x)

Result: Control fob was used to add new supervisor code 543.

ADD A SUPERVISOR FOB USING THE MASTER CODE

(P) ● master code ▲ point supervisor fob at (P) and press fob button ☼ (6x)

Example: (P) ● 123455 ▲ point supervisor fob at (P) and press fob button ☼ (6x)

Result: Master code 123455 was used to add a supervisor fob.

ADD A SUPERVISOR FOB USING THE CONTROL FOB

(P) ● point control fob at (P) and press fob button ▲ point supervisor fob at (P) and press fob button ☼ (6x)

ADD A USER FOB USING THE SUPERVISOR CODE

(P)(P) ▲ supervisor code ■ point the user fob at (P) and press fob button ☼▭ (6x)

Example: (P)(P) ▲ 543 ■ point the user fob at (P) and press fob button ☼▭ (6x)

Result: Supervisor code 543 was used to add a user fob.

ADD A USER FOB USING THE SUPERVISOR FOB

PP ▲ point supervisor fob at P and press fob button ■ point the user fob at P and press fob button (6x)

Result: Supervisor fob was used to add a user fob.

REMOVE THE USER FOB USING THE SUPERVISOR CODE

PP ▲ supervisor code ■ 1 1 1 1 1 P (6x)

Example: PP ▲ 543 ■ 1 1 1 1 1 P (6x)

Result: Supervisor code 543 was used to remove the user fob. User fob is no longer valid for access.

REMOVE THE USER FOB USING THE SUPERVISOR FOB

PP ▲ point supervisor fob at P and press fob button ■ 1 1 1 1 1 P (6x)

Result: User fob is no longer valid for access.

TO UNLOCK WITH A FOB

Point a valid fob at P and press fob button ● turn knob to unlock the lock

Result: The lock will unlock.

Double digit codes:

The numbers 6, 7, 8, and 9 can be entered by pressing two keys simultaneously in order to produce a sum. For example 2 and 4 can be pressed simultaneously to produce the number 6 (2+4=6). Note, if the code was programmed using 2+4 as the 6 digit, the 2+4 must be used when accessing the lock, because other combinations that equal six such as 1+5 are distinguished from 2+4.

Switching Modes

Note: The master code is retained when switching modes.

1. Unlock the **Micro**IQ and turn the knob to the unlocked position
2. Remove the battery for 10 seconds
3. While holding the program button Ⓟ, reinsert the battery and wait until all 3 LED's ● ▲ ■ fade in and fade out simultaneously
4. Release the program button
5. Enter the 6 digit master code. When the master code is entered correctly, the yellow LED will illuminate.
6. Press button number **1** for station mode, Press button number **2** for locker mode.
7. Once the lock switches modes, the LED's will flash in a certain order according to the mode selected.
    a. Station Mode: ● ▲ ■
    b. Locker Mode: ● ■ ▲
8. Proceed to operate the lock in the selected mode

To watch the programming videos for the station mode please visit **http://microiqlock.com/station_mode**
For the locker mode video instructions please visit **http://microiqlock.com/locker_mode**